



## **DEPUTY COURT CLERK I (part-time)**

Jefferson County Clerk of Courts is seeking a part-time individual with exceptional organizational and customer service skills to maintain court records and/or bookkeeping records. Position requires effective communication and high attention to detail. Part-time averaging up to 19 hours/week.

High school diploma with previous computer experience and 1-2 years general office experience with an emphasis on customer service required. Starting pay: \$13.46/hr.

Must be able to perform all duties within strict deadlines and under pressure from the court system, requiring speed, sustained attention and a high degree of accuracy. Previous legal experience beneficial. Jefferson County Clerk of Courts conducts pre-employment background checks.

Application deadline is noon January 29, 2015. Visit [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Human Resources for details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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